

GIG HARBOR MUNICIPAL COURT

TABLE OF RULES

Pre-Trial Conference Rule

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PRE-TRIAL CONFERENCE RULE

1. MANDATORY: A pre-trial conference shall be mandatory in all cases for which a jury trial is requested.

2. PERMISSIVE: A pre-trial conference may be requested by either party in any other case set for trial.

3. PURPOSE: At the pre-trial conference, the following issues shall be addressed:

a. List of trial witnesses shall be provided by each party to the other and the court at or before the pre-trial conference.

b. At or before the pre-trial conference, the defendant shall provide the City Prosecutor with a list of all witnesses (with address and phone numbers) requested to be subpoenaed by the court for trial.

c. At least three (3) days before the pre-trial conference, all motions to limit or exclude evidence shall be filed. If a motion is expected to take 10 minutes or less per side, it shall be heard at the pre-trial conference. If a motion will take longer or if oral testimony is required, it will be specially set by the court at the pre-trial conference. Motions not heard nor scheduled at or before the pre-trial conference may be heard at a later date, if good cause is shown, at the discretion of the judge.

d. At least three (3) days before the pre-trial conference, the defendant shall make all requests of the City Prosecutor for pre-trial discovery. The court shall set a date for compliance with all such requests. Requests for discovery not made at or before the pre-trial conference may be made at a later date, if good cause is shown, at the discretion of the judge.

e. A trial date will be set. Generally jury trials will be set to begin at 9 a.m.

4. SETTING: The pre-trial conference will be set to be heard approximately one (1) month after appearance or arraignment, and generally will be heard at 1:30 p.m. on the regular court calendar.

5. DEFENDANT'S APPEARANCE MANDATORY: The defendant shall personally appear at the pre-trial conference with his/her attorney unless specifically excused by the court in advance thereof. If the defendant fails to appear for the pre-trial conference, a bench warrant may be issued for his arrest and, if set, the trial and/or jury will be stricken by the clerk.

6. CONFIRMATION OF JURY TRIAL REQUIRED: The defendant and prosecutor shall each contact the court clerk 72 hours prior to a scheduled jury trial to confirm, or jury panel shall be stricken automatically by the clerk.

7. SUPERSEDES: The Pre-Trial Conference Rule dated September 15, 1991, is hereby superseded.

8. EFFECTIVE DATE: This rule shall be effective September 1, 1993.

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